

IMPORTANT INFORMATION PLEASE READ
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- Please read Occupational Medical Exposure Incident Protocol document.
- Please read Notice to All Employees regarding the New Health Insurance Marketplace.
- Complete the response form on hire letter.
- Complete an emergency form.
- If a new hire, complete and sign the Hepatitis B declination, if you are already vaccinated.
- Complete federal and state tax forms.
- Read the staff manual and the job description pertinent to your position.
- Return all documents together with your response form.
- No more than five (5) days of vacation are permitted during your summer employment.
- Anyone who is taking time off must notify Karen at [karen.nocera@middletownct.gov](mailto:karen.nocera@middletownct.gov).
- Read mandatory training schedule and attend ALL training sessions.( Summer employment )
- Aquatic Staff must sign up for lifeguard certifications.
- Directors and Assistant Directors must attend CPR review and med training.